

## FIVE-YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library

### SECTION 1 - GENERAL INFORMATION

July 1, 2006 - June 30, 2011

1.1 Name of System New York City School Library System

1.2 Street Address 52 Chambers Street, Room 213

1.3 City New York

1.4 Zip Code 10007

1.5 Four Digit Zip Code 1222  
Extension (enter N/A  
if unknown)

1.6 Telephone Number (212) 374-0328  
(enter 10 digits only)

1.7 Fax Number (enter 10 (212) 374-5760  
digits only)

1.8 E-Mail Address of bstripling@schools.nyc.gov  
the System Director

1.9 System Home Page <http://schools.nyc.gov/Offices/TeachLearn/OfficeCurriculumProfessionalDevelopment/SchoolLibrarySystem>  
URL

1.10 Date of Establishment 7/1/1985

1.13 Square Mileage of 304  
System Service Area

1.14 Population of System N/A  
Service Area

1.15 Type of System SLS

## SECTION 2 - SYSTEM GOVERNANCE

### BYLAWS

- 2.1 URL of Current Governing Bylaws <http://schools.nyc.gov/NR/rdonlyres/14DA6156-2290-4D3E-90E4-715B4612E740/12809/NYCSchoolLibra>

### APPOINTMENT/ELECTION OF BOARD/COUNCIL

- 2.2 Board/Council Appointed  
Appointment/Election  
- Indicate whether the Board/Council Members are appointed or elected (select one).
- 2.3 Indicate by whom the Board/Council Members are appointed/elected. Response has been entered

### ADVISORY GROUPS

- 2.4 Advisory Groups - Indicate the groups that advise the Board/Council. (check all that apply):
- a. Director's Advisory Council 0
- b. Member Advisory Council 1
- f. Co-ser Advisory Committee 0
- g. Other (specify using the State note) 0

## SECTION 3 - MEMBER SERVICES

### LIST OF MEMBERS

- 3.1 URL of Current List of Members <http://schools.nyc.gov/NR/ronlyres/1EA9E450-E21F-4360-B958-6C6A301D16A0/12784/Allschools.pdf>
- 3.4 Does the school library system provide different levels of service to its member libraries? **N**  
Indicate Y for Yes, N for No. If Yes, complete one repeating group for each level of service. Identify the level and describe the service(s) provided at that level. BOCES-based school library systems should include administered cooperative services plans (Co-sers). If No, enter N/A.
1. Level of Service and Service(s) Provided **Response has been entered**

## SECTION 4 - PLANNING

### NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN

- 4.1 Describe the process used to assess member needs in the development of the system's Plan of Service. Response has been entered
- 4.2 Identify the groups involved in development of the Plan of Service and each group's role. Response has been entered
- 4.6 URL of the system's Member Plan (2006-2011) <http://schools.nyc.gov/NR/rdonlyres/14DA6156-2290-4D3E-90E4-715B4612E740/12972/CombinedPlanof>

### APPROVAL OF THE PLAN

- 4.7 Briefly describe the process for approval of the Plan of Service. School library systems must include the Council's role in the approval. Response has been entered

### EVALUATION

- 4.8 Briefly describe the information that will be collected to evaluate whether or not the system achieved the intended results of the plan. Response has been entered
- 4.9 Briefly describe the methods that will be used to determine whether the system's customers were satisfied with the system's services. Response has been entered
- 4.10 Briefly describe how the information on customer satisfaction will be used to shape the system's plan in the next year or in the following planning cycle. Response has been entered

### REVISION PROCESS

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4.11 Briefly describe the process for revising the system's Plan of Service for submission to the New York Education Department/New York State Library. Response has been entered

## SECTION 5 - GOALS/RESULTS

5.1 The Library System's Response has been entered  
Mission Statement  
(see instructions for  
definition)

Minimum Requirement for questions 5.2 though 5.23 - complete one repeating group for each topic of every element.

### 5.2 Element I – RESOURCE SHARING

#### Cooperative Collection Development

- |     |                      |                           |
|-----|----------------------|---------------------------|
| 1.  | Goal Statement       | Response has been entered |
| 2a. | Year 1               | 1                         |
| 2b. | Year 2               | 1                         |
| 2c. | Year 3               | 1                         |
| 2d. | Year 4               | 1                         |
| 2e. | Year 5               | 1                         |
| 3.  | Intended Result(s)   | Response has been entered |
| 4.  | Evaluation Method(s) | Response has been entered |

### 5.3 Element I - RESOURCE SHARING

#### Delivery

- |     |                      |                           |
|-----|----------------------|---------------------------|
| 1.  | Goal Statement       | Response has been entered |
| 2a. | Year 1               | 0                         |
| 2b. | Year 2               | 1                         |
| 2c. | Year 3               | 1                         |
| 2d. | Year 4               | 1                         |
| 2e. | Year 5               | 1                         |
| 3.  | Intended Result(s)   | Response has been entered |
| 4.  | Evaluation Method(s) | Response has been entered |

### 5.4 Element I - RESOURCE SHARING

#### Interlibrary Loan

- |     |                |                           |
|-----|----------------|---------------------------|
| 1.  | Goal Statement | Response has been entered |
| 2a. | Year 1         | 0                         |
| 2b. | Year 2         | 1                         |
| 2c. | Year 3         | 1                         |
| 2d. | Year 4         | 1                         |

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- 2e. Year 5 1
3. Intended Result(s) Response has been entered
4. Evaluation Method(s) Response has been entered

#### 5.5 Element 1 - RESOURCE SHARING

##### Other (optional)

1. Topic Response has been entered
2. Goal Statement Response has been entered
- 3a. Year 1 1
- 3b. Year 2 1
- 3c. Year 3 1
- 3d. Year 4 1
- 3e. Year 5 1
4. Intended Result(s) Response has been entered
5. Evaluation Method(s) Response has been entered

1. Topic Response has been entered
2. Goal Statement Response has been entered
- 3a. Year 1 1
- 3b. Year 2 1
- 3c. Year 3 1
- 3d. Year 4 1
- 3e. Year 5 1
4. Intended Result(s) Response has been entered
5. Evaluation Method(s) Response has been entered

#### 5.6 Element 2 - TECHNOLOGY SERVICES

##### Union Catalog

1. Goal Statement Response has been entered
- 2a. Year 1 1
- 2b. Year 2 1
- 2c. Year 3 1
- 2d. Year 4 1
- 2e. Year 5 1
3. Intended Result(s) Response has been entered

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4. Evaluation Method(s) Response has been entered

## 5.7 Element 2 - TECHNOLOGY SERVICES

### Union List of Serials

1. Goal Statement Response has been entered

2a. Year 1 1

2b. Year 2 1

2c. Year 3 1

2d. Year 4 1

2e. Year 5 1

3. Intended Result(s) Response has been entered

4. Evaluation Method(s) Response has been entered

## 5.8 Element 2 - TECHNOLOGY SERVICES

### Integrated Library System

1. Goal Statement Response has been entered

2a. Year 1 1

2b. Year 2 1

2c. Year 3 1

2d. Year 4 1

2e. Year 5 1

3. Intended Result(s) Response has been entered

4. Evaluation Method(s) Response has been entered

## 5.9 Element 2 - TECHNOLOGY SERVICES

### Other (Optional)

1. Goal Statement Response has been entered

2a. Year 1 0

2b. Year 2 0

2c. Year 3 0

2d. Year 4 0

2e. Year 5 0

3. Intended Result(s) Response has been entered

4. Evaluation Method(s) Response has been entered

1. Goal Statement Response has been entered

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2a. Year 1	1
2b. Year 2	1
2c. Year 3	1
2d. Year 4	1
2e. Year 5	1

3. Intended Result(s) Response has been entered

4. Evaluation Method(s) Response has been entered

#### 5.10 **Element 3 - SPECIAL CLIENT GROUPS**

1. Topic Response has been entered

2. Goal Statement Response has been entered

3a. Year 1 1

3b. Year 2 1

3c. Year 3 1

3d. Year 4 1

3e. Year 5 1

4. Intended Result(s) Response has been entered

5. Evaluation Method(s) Response has been entered

1. Topic Response has been entered

2. Goal Statement Response has been entered

3a. Year 1 0

3b. Year 2 0

3c. Year 3 1

3d. Year 4 1

3e. Year 5 1

4. Intended Result(s) Response has been entered

5. Evaluation Method(s) Response has been entered

1. Topic Response has been entered

2. Goal Statement Response has been entered

3a. Year 1 1

3b. Year 2 1

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3c.	Year 3	1
3d.	Year 4	1
3e.	Year 5	1
4.	Intended Result(s)	Response has been entered
5.	Evaluation Method(s)	Response has been entered
1.	Topic	Response has been entered
2.	Goal Statement	Response has been entered
3a.	Year 1	1
3b.	Year 2	1
3c.	Year 3	1
3d.	Year 4	1
3e.	Year 5	1
4.	Intended Result(s)	Response has been entered
5.	Evaluation Method(s)	Response has been entered
1.	Topic	Response has been entered
2.	Goal Statement	Response has been entered
3a.	Year 1	1
3b.	Year 2	1
3c.	Year 3	1
3d.	Year 4	1
3e.	Year 5	1
4.	Intended Result(s)	Response has been entered
5.	Evaluation Method(s)	Response has been entered

**5.11 Element 4 - CONTINUING EDUCATION AND TRAINING**

1.	Goal Statement	Response has been entered
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1

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3.	Intended Result(s)	Response has been entered
4.	Evaluation Method(s)	Response has been entered
1.	Goal Statement	Response has been entered
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Response has been entered
4.	Evaluation Method(s)	Response has been entered
1.	Goal Statement	Response has been entered
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Response has been entered
4.	Evaluation Method(s)	Response has been entered
1.	Goal Statement	Response has been entered
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1
3.	Intended Result(s)	Response has been entered
4.	Evaluation Method(s)	Response has been entered
1.	Goal Statement	Response has been entered
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1

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- 2d. Year 4 1
- 2e. Year 5 1
- 3. Intended Result(s) Response has been entered
- 4. Evaluation Method(s) Response has been entered

#### 5.12 **Element 5 - CONSULTING AND TECHNICAL ASSISTANCE SERVICES**

- 1. Goal Statement Response has been entered
- 2a. Year 1 1
- 2b. Year 2 1
- 2c. Year 3 1
- 2d. Year 4 1
- 2e. Year 5 1
- 3. Intended Result(s) Response has been entered
- 4. Evaluation Method(s) Response has been entered

#### 5.13 **Element 6 - COORDINATED SERVICES**

- 1. Goal Statement Response has been entered
- 2a. Year 1 1
- 2b. Year 2 1
- 2c. Year 3 1
- 2d. Year 4 1
- 2e. Year 5 1
- 3. Intended Result(s) Response has been entered
- 4. Evaluation Method(s) Response has been entered

- 1. Goal Statement Response has been entered
- 2a. Year 1 1
- 2b. Year 2 1
- 2c. Year 3 1
- 2d. Year 4 1
- 2e. Year 5 1
- 3. Intended Result(s) Response has been entered
- 4. Evaluation Method(s) Response has been entered

#### 5.14 **Element 7 - AWARENESS AND ADVOCACY**

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1.	Goal Statement	Response has been entered
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1

3.	Intended Result(s)	Response has been entered
4.	Evaluation Method(s)	Response has been entered

1.	Goal Statement	Response has been entered
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1

3.	Intended Result(s)	Response has been entered
4.	Evaluation Method(s)	Response has been entered

1.	Goal Statement	Response has been entered
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1
2e.	Year 5	1

3.	Intended Result(s)	Response has been entered
4.	Evaluation Method(s)	Response has been entered

#### 5.15 Element 8 - COMMUNICATIONS AMONG MEMBER LIBRARIES

**Describe communications among members (school districts and non-public schools) and participants (buildings), and the role of**

1.	Goal Statement	Response has been entered
2a.	Year 1	1
2b.	Year 2	1
2c.	Year 3	1
2d.	Year 4	1

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- 2e. Year 5 1
3. Intended Result(s) Response has been entered
4. Evaluation Method(s) Response has been entered
1. Goal Statement Response has been entered
- 2a. Year 1 1
- 2b. Year 2 1
- 2c. Year 3 1
- 2d. Year 4 1
- 2e. Year 5 1
3. Intended Result(s) Response has been entered
4. Evaluation Method(s) Response has been entered

**Element 8 - COMMUNICATIONS AMONG MEMBER LIBRARIES**

- 5.16 Provide the URL for the Member Plan <http://schools.nyc.gov/NR/rdonlyres/14DA6156-2290-4D3E-90E4-715B4612E740/12810/MemberPlan200>

**5.17 Element 9 - COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS**

1. Goal Statement Response has been entered
- 2a. Year 1 1
- 2b. Year 2 1
- 2c. Year 3 1
- 2d. Year 4 1
- 2e. Year 5 1
3. Intended Result(s) Response has been entered
4. Evaluation Method(s) Response has been entered
1. Goal Statement Response has been entered
- 2a. Year 1 1
- 2b. Year 2 1
- 2c. Year 3 1
- 2d. Year 4 1
- 2e. Year 5 1
3. Intended Result(s) Response has been entered
4. Evaluation Method(s) Response has been entered

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5.18 **Element 10 - OTHER (Optional)** - If there are other elements in the System's Plan of Service not listed above, complete one rep

- |                         |                           |
|-------------------------|---------------------------|
| 1. Element              | Response has been entered |
| 2. Topic                | Response has been entered |
| 3. Goal Statement       | Response has been entered |
| 4a. Year 1              | 0                         |
| 4b. Year 2              | 0                         |
| 4c. Year 3              | 0                         |
| 4d. Year 4              | 0                         |
| 4e. Year 5              | 0                         |
| 5. Intended Result(s)   | Response has been entered |
| 6. Evaluation Method(s) | Response has been entered |

### **ASSURANCE**

5.19 The Library System's 03/17/2006

Plan of Service was developed in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Education Department/New York State Library, and was reviewed and approved by the Library System Board/Council on (date - mm/dd/yyyy)

### **APPROVAL**

5.20 The Library System's 08/04/06

Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)